

Job title - Finance & Contracts Monitoring Officer

Grade - 9

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Placement Service ensures children and young people are placed in appropriate provision. This includes foster placements, residential placements, education placements, supported lodgings and supported accommodation placements.

Obtaining good outcomes is essential for every child and young person and the Placement Service seeks innovative ways in achieving these goals. Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available

About the Role

The role is responsible for monitoring finance and contracts of the services that have been commissioned. You will be responsible for monitoring our financial and contractual obligations which is a key element in this role. You will also be responsible for business support to ensure financial systems and data is collected for financial forecasting and commissioning purposes.

You will be expected to work with regional partners which involves providing advice and information around finance and contracts matters to support to the Market Relationship Manager in relation supported accommodation, fostering and residential care and any other commissioned services.

Reporting Relationships

Responsible to: Market Relationship Manager

Responsible for: Commissioning Support Officer(s)

Key Accountabilities:

1. To assist with the coordinating all aspects of families & communities placements to independent providers, to help support the commissioning of placements on the basis of "best value" principles to meeting the

- needs of children. To assist the Market Relationship Manager to monitor the financial spend and to help provide support in achieving best value with independent providers by providing accurate data and tight monitoring of spend and contractual obligations.
2. To assist in the creation and maintenance of a central record of contract prices for each provider.
 3. To ensure, in carrying out the functions of the post, compliance with financial regulations, standing orders, finance and contracting procedures and other associated guidance as required.
 4. To provide the Market Relationship Manager with accurate and up-to-date information about the independent providers budget. To maintain a spreadsheet for monitoring expenditure agreed and future financial commitments.
 5. Assist the Market Relationship Manager to provide support and assistance to social workers in the resolution of contractual conflicts or any issue relating to the quality of the care provision that may arise during a placement.
 6. To undertake commissioning work and support to the Market Relationship Manager.
 7. To respond to queries raised by care providers and other parties.
 8. To train and guide staff, as required, in the operation of relevant financial and contractual systems.
 9. To ensure decisions with regards to shared funding with our key partners in health and education are pursued.
 10. Any other duties that may from time to time be allocated and that are commensurate with grading of the post.

This post is designated as a casual/Essential car user (delete as appropriate)

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership GCSE English and Mathematics HNC or equivalent NVQ level 3 or equivalent	Application form Application Form Application form
	Knowledge and Experience Substantial financial and contractual experience. Commissioning knowledge. Knowledge of the needs of Looked After children & young people. Knowledge and experience of office procedures.	Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview

	<p>Ability to work within a team environment and demonstrate good interpersonal skills.</p> <p>Ability to liaise with people at all levels both from within the Council and external bodies.</p> <p>Experience of using computer-based information systems</p> <p>Ability to interpret, accurately input and retrieve data using software provided.</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
	<p>Skills</p> <p>Excellent analytical skills and able to analyse data.</p> <p>Excellent communicator and able to work under pressure in a professional and courteous manner.</p> <p>Able to deal and manage conflict when required.</p> <p>Possess and demonstrate good written and oral communication skills in order to liaise effectively with service providers and staff.</p> <p>Ability to deal with a range of issues and conflicting demands.</p>	<p>Application form/Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>

	<p>A commitment to Equal Opportunities, Anti-Discriminatory</p> <p>Practice and to work with a diverse customer base.</p> <p>It is anticipated that all employees will have a commitment to</p> <p>further training and development commensurate with their grade.</p> <p>Any other duties that may from time to time be allocated and that are commensurate with the grading of the post.</p> <p>Ability to work to deadlines and under pressure and on own initiative.</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300